

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD MEETING
MINUTES
Tuesday, November 12, 2013
White Cap Business Park
Williston**

Approved

State Board Members Present: Carol Bokan, Vice-Chair; George Cross, Chair; Sarah Flynn, Richard Fraser, David Luce, Secretary; Andy MacIlwaine, Brian Vachon.

State Board Members Absent: Jason Gibbs, Patti Komline.

CHSVT Administration Present: Dana Lesperance, Career and Technical Education Chief; Troy McAllister, Principal; Wilhelmina Picard, Superintendent; Sheila Sayah, Administrative Services Technician; Jerry Schartner, Chief, VCI.

Local Advisory Board Members Present via Phone: Blanche Kelley

Vermont Retired Teacher Association Member Present: Sally Kalinoski

The meeting was called to order at 9:40 a.m.

Two new members have joined the Board. Sarah Flynn and Brian Vachon. The Board is now full. There are no more vacancies. Introductions were made around the room to welcome Sarah and Brian.

Approval of Meeting Minutes

Richard Fraser entertained a motion to approve the minutes from October 8, 2013. David Luce seconded the motion. The October minutes were approved.

Public Comment

Blanche expressed her thoughts and concerns about the local advisory boards and the changes that are being proposed. One of her main concerns is local investments in the community and possibly losing some connections by making the current boards into regional boards. The State Board is taking her comments and concerns into consideration.

Administrative Reports

There were no updates from the written report that was sent out last week.

There was a clarifying question about the U.S. Department of Education Office for Civil Rights Audit of 504 and ADA (American Disabilities Act). CHSVT was randomly chosen for this audit that looked at 504 practices in the school and ADA compliance. Seventeen artifacts were provided to show that systems were in place and ADA accommodations were being followed.

Action Items

- a. **Approval of Annual Report** – The annual report was once again looked over page by page with many suggestions discussed. There has now been enough discussion and additions/deletions to complete the report and have it go to print in the next week or two. The report will be ready to distribute to all interested parties by the first of the year.

Discussion Items

- a. **Discussion of Regional Advisory Board Organization** – Discussion continued about the tasks and roles of the local boards. The Local Advisory Board Guidelines that were created in 2011 by Dave, Richard and Carol were referenced in the discussion.

It was decided that the administrators will look at the current guidelines and determine the best tasks for the local or regional boards and there will be an email discussion over the next few months. Some of the desired tasks include: Student advocacy, local community awareness and assistance with local graduations. Current, operational local boards will remain in place until further notice.

- b. **Update on Progress of VCI Programs** – Jerry gave a little more information about the cubicle panel system proposal. There have been have been sales on the bedding being made by the textile program at Chittenden Regional.

Jerry asked the board if there was anything specific that they would like to hear from him at the board meetings. The board would like to know about opportunities for offenders in and out of the facilities and how the opportunities are working out.

Jerry also explained more about the connection between CHSVT and VCI. CHSVT instructors are teaching classes like CAD and Solidworks to offenders, who are in turn, being hired to work at VCI and are gaining skills for jobs when they leave the facility.

- c. **Update on Student Information System** – The SIS is up and running. Data issues from the past are being ironed out. For the first time ever, real-time attendance is available. The Title I census report was able to be completed quickly and smoothly.
- d. **Career and Technical Education Update** – Dana and Troy have been working to develop Educational Support Teams (EST) at each campus as a systemic way to service students throughout the state and not just at the current campus.

Other Business

If anyone has scheduled meetings w/legislative committees, please alert the board of the date and time and a list of committee members so that board members may have an opportunity to attend the meetings and lend support.

Items for next meeting

1. VCI Updates (including CRCF)
2. Focus update
3. Continue discussion of reorganization of Local Boards
4. Career and Tech. Ed. Update
5. Any others items to come before the board

Next Meeting

Tuesday, March 11, 2014 at central office, at the White Caps building on Industrial Ave. in Williston.

The meeting adjourned at 11:50 a.m.

Respectfully Submitted

Sheila Sayah